

WILMINGTON LEARNING

COLLABORATIVE

February 9, 2023
6:00 PM - 8:06 PM

Attendees: Lincoln Hohler, Superintendent Brandywine; Dan Shelton, Ed.D, Superintendent Christina; Dorrell Green, Superintendent Red Clay; Reverend Shanika Perry, Brandywine Board Member; Alethea Smith-Tucker, Christina Board Member; Adriana Bohm, Ph.D, Red Clay Board Member; Starr Wilson, Brandywine Parent; Jennie Yeow, Red Clay Parent; Janis McElrath, Former Educator; Donald Patton, Mayoral Appointee

TOPIC	TIME	NOTES
Welcome/Housekeeping	6:01 pm.	<ul style="list-style-type: none"> ● Rev. Shanika Perry gave Wilmington Learning Collaborative (WLC) overview <ul style="list-style-type: none"> ○ Voluntary collaborative across multiple school districts: Brandywine, Red Clay and Christina. WLC's goal is to improve outcomes for students by empowering educators, school leaders and respective communities. WLC seeks to create a framework for community engagement; impact to improve student achievement and wellness; improve educator retention rates and reduce impact of student mobility and trauma in our area. ● Public meeting being held at a hybrid model with public comment opportunity. ● Amendments to the agenda: board roles after the approval of minutes and public comment after the Department of Education presentation ● Motion was made to amend the agenda by Dr. Adriana Bohm and was seconded. <ul style="list-style-type: none"> ○ Motion approved ● Donald Patton motioned to approve the January 26, 2023 meeting minutes and was seconded. <ul style="list-style-type: none"> ○ Motion approved
Board Roles	6:02 p.m.	<ul style="list-style-type: none"> ● Rev. Shanika Perry opened the floor for recommendations for Vice Chair of the WLC ● Dr. Adriana Bohm recommended Donald Patton the Vice Chair of the WLC and seconded. No additional names were given. ● Dr. Adriana Bohm motioned to close the nominations and was seconded. <ul style="list-style-type: none"> ○ Motion approved ● Dr. Adriana Bohm motioned to nominate Donald Patton as the Vice Chair and was seconded. <ul style="list-style-type: none"> ○ Motion approved

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		<ul style="list-style-type: none"> ● Rev. Shanika Perry opened the floor for recommendations for Treasurer of the WLC ● Dorrell Green motioned that the role of Treasurer needs to be tabled until the WLC council finds out the funding mechanism and what the role entails before making a nomination and was seconded. <ul style="list-style-type: none"> ○ Motion approved
DE DOE Presentation	6:05 p.m.	<ul style="list-style-type: none"> ● Rev. Shanika Perry introduced Kim Klein, Department of Education, who will present and provide clarity on the funding of the WLC. ● Kim Klein, Associate Secretary of Operations Support for the Department of Education (DOE). <ul style="list-style-type: none"> ○ DOE Funding Presentation Slides <ul style="list-style-type: none"> ■ Reviewed the district responsibilities according to the agreement ■ Reviewed the DOE responsibilities according to the agreement <ul style="list-style-type: none"> ● Started meeting with each WLC district school's Chief Financial Officer (CFO) ■ Reviewed the WLC responsibilities according to the agreement <ul style="list-style-type: none"> ● Administer WLC operational funds either through an account external to the State OR a district serving as fiscal agent ● Establish annual budgets and spending plans, in accordance with the allocations provided through all funds. ● WLC will liaise with the districts around financial and operational functions, support schools with their flexibility to ensure funds are used appropriately, develop agreements including those for the community services, write and monitor grants, and manage private sector support. ■ Funding: (1) typical local/state funds per each district (already received) and (2) additional state funds through annual operating budget. <i>Fiscal year runs from July 1 to June 30 of each year.</i> <ul style="list-style-type: none"> ● FY23 - 7 million budget (remaining balance can be rolled into FY24; however, spent on one off purchases not recurring) <ul style="list-style-type: none"> ○ Inside the WLC funds there are two buckets: (1) operational funds - any items used to handle operating the WLC (staff salaries, supplies, etc.) and (2) school program funds. <ul style="list-style-type: none"> ■ Decision needed: funds sent to WLC or district serving as fiscal agent

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- FY24 - 10 million budget
- Ms. Klein opened the floor for Council questions.
 - Alethea Smith-Tucker asked for clarity regarding WLC allocation of school funds going back to the districts. Ms. Klein gave a fiscal example of dividing up 7 million: 1 million for operational funds and the remaining 6 divided among each WLC district equally (only example for clarity).
 - Donald Patton asked for clarity on the statement of Ms. Klein regarding the DOE approval of typical local/state funds allocated yearly to school districts. Ms. Klein indicated that on page 12 of the agreement requires DOE to approve to ensure that schools receive all funds they are allocated.
 - Dorrell Green confirmed with Ms. Klein that the WLC funds will not offset the typical local/state funding. Ms. Klein clarified that it is just another layer of review to make sure that any schools participating in WLC were not at a disadvantage.
- Ms. Klein discussed next steps needed before DOE can memorialize the financial details: (1) Does the WLC plan to have an external account to be utilized as a single entity or (2) will one of the three school districts serve as the fiscal agent for the operational funds.
 - Additional step: WLC Council sends an approved budget to DOE
 - DOE would send a quarter ($\frac{1}{4}$) of a year's funding to the external agent (cut check to external account).
 - Require a monthly expenditure report
 - Additional funding will be released after a reconciliation of the first quarter ($\frac{1}{4}$) funds
 - District fiscal agent process looks different - money would be sent directly to the district
- Dorrell Green inquired about how an external account looks from Ms. Klein's perspective. Setting up an independent back account. WLC staff would be responsible for the funds
 - Pro: Not required to follow State procurement law
- Lincoln Hohler commented that not having a district fiscal agent will not create transparency
 - Roundabout: upload monthly expense report to public website
- Alethea Smith-Tucker stated that the WLC within the financial agreement can create fiscal controls as well as submitting a non-profit tax form (1090)
- Dr. Dan Shelton clarified with Ms. Klein that if there was a district fiscal agent then state procurement will be needed. All traditional rules will apply just like traditional funds. Second

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part of the question, can eMarketplace be utilized if the WLC went with an external agent?

- 2nd part of question needs to be deferred to OMB

- Jennie Yeow and Dr. Dan Shelton stated that WLC is not officially a non-profit and before the WLC operated outside the state system the WLC would need Bylaws as well as many policies/procedures in place to ensure there are checks and balances.
- Ms. Klein stated that using a district fiscal agent those who are hired would be state employees: state benefits, state pension, etc. unless the district contracted with someone to do those services. Keep in mind the procurement procedures.
- Alethea Smith-Tucker reiterated that Mr. Matthew Lintner stated that Bylaws are not needed since the WLC is incorporated.
- Matthew Lintner, Deputy Legal Counsel - Office of the Governor, clarified that the WLC is incorporated and that Bylaws are not necessarily needed since a charter is in place. Mr. Lintner stated that 5013 status shouldn't be discussed for another year. He recommended writing Bylaws in 6 months from now and that the Bylaws would be streamlined since the charter outlines most of the information.
- Dr. Dan Shelton stated that he agrees with Mr. Lintner's statements should there be a district fiscal agent but an external agent will need to have Bylaws or fiscal memorialization. Mr. Lintner recommended that should Bylaws for an external agent need to have a lawyer hired to review. Dr. Shelton asked if the WLC could start with a district fiscal agent then transfer in the future to an external agent. Ms. Klein stated that could be an option but how the WLC staff is paid is important: employee paid by district or contractual. Recommendation is to pick a funding way: external agent or district fiscal agent and stick with the decision.
- Mr. Lintner states that an hiring an Executive Director, lawyer and an agreement with the Department of Education on how the funding will occur. Delaware Corporate law is flexible.
- Donald Patton reiterated what a contracted employee receives in the way of benefits. Ms. Klein offered that if the WLC wanted the Executive Director to be on board before making a decision on which fiscal way to proceed that the DOE can have the funds filtered out quickly. DOE will not be a roadblock for moving forward.
- Lincoln Hohler asked the Council, Kim Klein and Matthew Lintner if each WLC district CFO should be consulted on their thoughts for the fiscal direction. Ms. Klein answered that it would be a good idea to have their input.

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		<ul style="list-style-type: none"> ● Dorrell Green stated that going outside of a district fiscal agent will cost the WLC more money since you will be hiring more staff and resources from the funding. Referenced the Data Service Center (DSC). More pros staying in the state system. Entice people to be in the state system. When is the next meeting with CFOs? Asked to create a budget and Ms. Kline unsure of the timeline for return of the budget. ● Chuck Longfellow is unsure of the timeline and is able to get the budget completed prior to May 15, 2023. ● Dr. Dan Shelton inquired about front loading for lawyer and insurance ? Ms. Kline will need to have a decision and an agreement before releasing funds. District will have an easier process to front load money. ● Mr. Lintner recommended to work with Kim Kline to have a district fiscal agent for front loaded money in order to get moving on hiring. Need to move forward. ● Dr. Adrianna Bohm inquired if there is a Council budget committee in place. Rev. Shanika Perry confirmed that there is not a Council budget committee. Dr. Dan Shelton agrees but believes that the Executive Director needs to lead that committee. Kim Kline reiterates the 26/operational budget is the focus at this time. Kim Kline can front load funds without a budget. ● Rev. Shanika Perry asked the Council who would lead the budget committee Alethea Smith-Tucker and Jennie Yeow (co-chairs), CFOs of each district, Donald Patton and Dorrell Green will be the budget committee. ● Dorrell Green states that they need to focus on getting an Executive Director. ● Lincoln Hohler clarifies that money front loaded doesn't need a budget and re-balance the budget. ● Donald Patton reiterates the importance of having CFOs at the table. As well, he reiterated that the flexibility with getting funds but stating that getting a foundation laid through the committee. ● Budget Committee is tasked with weighing the pros/cons of district fiscal agent vs external agent).
Public Comments	6:55 p.m.	<ul style="list-style-type: none"> ● Rev. Shanika Perry stated that this is your time to speak on the WLC and ask that all comments, inquiries or issues be towards the WLC and not individuals; in addition, all

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		<p>speakers should be respectful in tone and considerate of the time that you speak.</p> <ul style="list-style-type: none"> ○ Lourdes Perez Navarro - no show (virtual)
<p>Student Reps</p>	<p>6:56 p.m.</p>	<ul style="list-style-type: none"> ● Paul Dunford, Director of Teaching & Learning - Christina School District, presented the WLC Liaison recommendations for student representation. ● Document was posted to the public site ● WLC Liaison proposal begin senior with Christina, sophomore for Brandywine then rotate <ul style="list-style-type: none"> ○ FY23: 10th Brandywine, 11th Red Clay and 12th Christina ○ FY24: 11th Brandywine, 12th Red Clay and 10th Christina ○ FY25: 12th Brandywine, 10th Red Clay and 11th Christina ○ WLC Liaisons to prepare student representatives ready so that the students can get the most out of the experience and participate actively. ● WLC Liaisons posed questions surrounding student participation: (1) time commitment, (2) ability to vote - criteria for 18 year old seniors, and (3) WLC Liaison mentoring - can develop a plan. ● Lavina Jones-Davis asked the WLC Council to address the questions posed tonight in reference to the student representation being resolved this evening. Ms. Jones-Davis read the questions from the document to the Council. ● Dorrell Green motioned that the WLC Council accept the rotation outlined (above) by the WLC Liaisons and was seconded. <ul style="list-style-type: none"> ○ Motion approved ● Alethea Smith-Tucker brought up a statement from Dr. Adrianna Bohm from 1/26/2023 meeting regarding extending the outgoing senior's experience with the WLC Council until July or August. Dorrell Green commented that it will be up to the student due to their schedule. Dr. Dan Shelton clarified the rotation of the student's making note that the students will grow with the Council and become a voting member in year three. Donald Patton spoke to the WLC Liaisons to clarify with the students their selection will be continuous from 10th grade to 12th grade. ● Donald Patton stated that there should be onboarding for adults and students who were not involved in the process from the beginning such as Town Hall meetings. Alethea Smith-Tucker stated that the mentoring/training should be handled under the Executive

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Director role.

- Lavina Jones-Davis stated that students are involved in extracurricular activities and the parents have inquired about the time commitment associated with the WLC Council. Dorrell Green referred to the question posed to the WLC Council with the recommendation of attending one meeting per month (even virtual attendance) plus off day engagements to add their voices. Student representatives connect with the elementary and middle school students so that the WLC schools voices are heard. Dr. Adrianna Bohm agrees with Mr. Green's statements but want to express that the student representatives will be invited to attend the bi-weekly meetings so they have the option to attend. Mentoring will be appreciated. Transportation should also be made available to all the WLC student representatives should they student want to attend in person.
- Lavina Jones-Davis referenced the Bylaws as it relates to mentoring/training of the student representatives when reiterating the WLC Liaison question. Discussion ensued between Dr. Adrianna Bohm and Ms. Jones-Davis regarding responsibility of the mentoring which Ms. Jones-Davis proposed that the WLC Liaisons organize and outline of the responsibility in addition to giving a recommendation. Donald Patton needed clarification on the "mentoring" which Ms. Jones-Davis stated the students are unfamiliar with the Council, challenges of city schools, encourage their voice and overall process.
- Dorrell Green, Rev. Shanika Perry and Dr. Adrianna Bohm volunteered to work with the WLC Liaisons to create a mentoring framework.
- Rev. Shanika Perry proposed the question of staggering the parent WLC Council rotation as well. Jennie Yeow referenced the requirement of having a student within the WLC schools and Rev. Perry followed up with a comment that parent rotation isn't necessary. Dr. Dan Shelton reminded the WLC Council that everyone is on a four year term per the incorporation. Dr. Shelton pointed out during the Bylaw review (1/26/2023) that the WLC Council does not want everyone who is not ex officio. Donald Patton made mention that Janis McElrath and himself were the four year term and Dr. Shelton commented that would refer to the parents as well. Rotation or parents would occur naturally due to student moving grades (12th grade) or parents moving outside the WLC schools. Dr. Shelton pointed out the worry of having to start with six or seven new Council members at a time. Rev. Perry reads page 8 of the MOU which clarified that all appointed Council members serve a four year term. Starr Wilson reaffirmed

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		<p>her commitment to four years with Council.</p> <ul style="list-style-type: none"> • Dorrell Green reminded the WLC Council that there has not been a discussion surrounding the on-site school community council. Drive the change that needs to happen. True family engagement.
Executive Director	7:21 p.m.	<ul style="list-style-type: none"> • Rev. Shanika Perry opened the floor for discussion on the salary for the Executive Director. • Lavina Jones-Davis stated that the WLC Liaisons reviewed the salary ranges for administrators from all three WLC districts: Director, Senior Director, Deputy Superintendent and Superintendent. • Jennie Yeow asked for job role clarification for the role of Director and Senior Director. Dorrell Green gave insight on the role within the Red Clay School District. Dr. Dan Shelton added that these positions typically have supervisors under them which could include principals. • Based on WLC Liaison discussion, Lavina Jones-Davis stated that the WLC Executive Director responsibilities lie between Director - Deputy Superintendent. • Dorrell Green acknowledged that the review of these positions is within a school district which the WLC Executive Director is not; however, a salary range with a merit increase so that there is not a need to hire at top of range. WLC Council work is very different. • Rev. Shanika Perry inquired what is the draw of applying for the Executive Director position vs the Deputy Superintendent position. Lincoln Hohler commented that the Executive Director role is very different due to the fact the Executive Director does not hire teachers, and evaluate staff; however, an attractive salary to entice someone. • Alethea Smith-Tucker commented that the WLC Council based on the mandates within MOU for the Executive Director which outlines tangible outcomes, rigor and expectations of the role the salary needs to rise to expectations to Deputy Superintendent. Dr. Adrianna Bohm agrees with Ms. Smith-Tucker. Dr. Bohm expressed that the Executive Director needs to be held to the highest standard and anything under a Director level isn't appropriate. • Donald Patton is clear about the work and finding a person will be tough. Mr. Patton reiterated his words from the last meeting (1/26/23) that attracting someone from a national level will take a fair amount of money otherwise the WLC Council will not receive quality applicants. Mr. Patton feels a Senior Director and above is the salary scale needed. Dorrell Green responded to the statement that the WLC Liaisons were tasked with providing a salary range which

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occurred and the WLC Council agrees the Executive Director is not a traditional role so now the Council is at the next step.

- Alethea Smith-Tucker motioned that the WLC Council proceed with the salary range to start at \$176,000 for the Executive Director and was seconded.
 - Motion withdrawn.
 - Dr. Dan Shelton expressed that he was under the impression that a salary range from Director to Deputy Superintendent would be given, not a salary starting point. Starting at \$176,000 will be negotiating starting salary and raises will be expected. Based on schools as of today, the \$176,000 sounds too high. Rev. Shanika Perry clarifies the workload and expectations of the WLC Executive Director \$176,000 is too high. Dr. Shelton states his Deputy Superintendent oversees more Directors and schools than the WLC Executive Director. Dorrell Green and Dr. Shelton reiterates that discussion is for a different role.
 - Ms. Smith-Tucker who we will be able to attract and the WLC Council needs something different which is hard to line up duties from within our schools. Mr. Donald Patton reiterated he wants to attract viable candidates with a viable salary. The range of \$150,000 to \$176,000 is a comfortable range.
- Janis McElrath motioned to have the Executive Director salary range from \$156,257 to \$176,616 and was seconded.
 - 9 members voted aye
 - 1 member voted nay
 - Motion approved.
- Rev. Shanika Perry stated that this salary range can be added to the Subcommittee job description DRAFT. Thank you to the WLC Liaisons for their research and diligence.
 - Alethea Smith-Tucker stated the posting can now occur.
- Donald Patton inquired on how the Executive Director position will be posted: Local, Regional or National. Urgency to get this Executive Director. Utilize a district fiscal agent.
- Dr. Adrianna Bohm motioned to have a national search assisted by the Department of Education for the WLC Executive Director and was seconded.
 - Motion approved.
- Dorrell Green asked to leverage the Department of Education (DOE) to assist with the national

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		<p>search. Mr. James Simmons, Department of Education, will take the request back to DOE to assist national coverage.</p> <ul style="list-style-type: none"> • Alethea Smith-Tucker reminded the WLC Council that it is a corporation and a “headhunter” can be utilized. Lincoln Hohler questioned if the position will read it as a pension eligible position. Rev. Shanika Perry confirmed.
By-Laws	7:57	<ul style="list-style-type: none"> • Rev. Shanika Perry called for an update from the Bylaws Committee. • Dr. Dan Shelton stated the committee has not met since the last meeting; however, Dr. Shelton reached out to a representative from Delaware Alliance for Nonprofit Advancement (DANA). DANA membership range \$90 and \$250 is based on income. Areas of assistance: recruitment of board members, calendaring, workshops, Bylaws, recruitment assistance for accounting, and library for non-profit information to name a few areas. Should the WLC Council join DANA? • Discussion ensued regarding the “non-profit” phrasing. Jennie Yeow inquired if DANA could provide board training and at a cost of \$90 it is a good deal. Clarification on would DANA accept a corporation as well. Discussion was tabled. • Dr. Dan Shelton has been collecting references and recommendations for legal counsel as well as resumes.
Adjournment	8.06 p.m.	<p>Open for Council Questions:</p> <ul style="list-style-type: none"> • Janis McElrath inquired about hispanic student representation. • Jennie Yeow inquired about whether the WLC Council needs to review the applications. No students have been reached but each district has identified students. <p>Next agenda: project management, Latinx representation, priority list for budget committee</p>